

Assistant Principal - Elementary

Qualifications:

1. Certified as a teacher and have at least three years in education
2. Completed or working toward graduate degree in educational administration and completed graduate courses or showing competencies in the following:
 - a. Special Needs Programs and Programming
 - b. Pupil Personnel Management
 - c. Communications Skills
 - d. Organizational Management
 - e. Evaluation of Program and Staff
3. Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable

Reports to:

Elementary Principal

Supervises:

Assist the principal in the supervision and evaluation of all staff in the Elementary School.

Job Goal:

To assist the principal in providing sound educational programs for children.

Performance Responsibilities:

1. Performs such tasks and assumes such responsibilities as the principal assigns regarding the overall administration of the school
2. Assist the principal in the overall administration of the school
3. Contributes to the development of the total school philosophy of education
4. Assists in supervising instructional programs at the building level
5. Serves as principal in the absence of the principal
6. Assist the principal in the development of the annual budget
7. Assist the principal with planning and directing in-service activities tied to school goals.
8. Assist in the recruiting, screening, interviewing, and recommending of qualified candidates for positions on the elementary school faculty and staff.
9. Assist in the observation and supervision of teachers and staff, and confers and consults with them regarding their professional development
10. In collaboration with teacher, provides guidance in the selection and use of textbooks and other teaching materials.
11. Assumes responsibility for professional growth and development through activities such as membership and participation in professional organizations, through attendance at regional, state, and national meetings and enrollment in advanced courses.

Contract Year: 220 days

Evaluation: Annual Performance Evaluation conducted by Principal

Adopted: May 20, 1976
Revised: August 16, 2001
February 2002
Reviewed: December 5, 2002